

## CITY COUNCIL CONFERENCE MINUTES

September 2, 2009

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in a conference at 12:10 p.m. in the Municipal Building Conference Room on the 2nd day of September, 2009, and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray, and the Norman Public Library at 225 North Webster 48 hours prior to the beginning of the meeting.

**PRESENT:**

Councilmembers Atkins, Butler,  
Dillingham, Kovach, Quinn, Mayor  
Rosenthal

**ABSENT:**

Councilmember Cubberley, Ezzell,  
Griffith

### DEMONSTRATION OF AUTOMATED AGENDA MANAGEMENT SOFTWARE AND VIDEO STREAMING.

City Clerk Brenda Hall said the need for an automated agenda management program and video streaming of the City's Council and Planning Commission meetings was identified by Council during the FYE 2010 Budget process. City Clerk and Information Systems Staff have researched various vendors and software packages providing these services and have identified MCCi, L.L.C., the vendor for the Automated Agenda Management Program, and Granicus, Inc., the vendor for the Webstreaming/Video Streaming Program, as the leading companies providing an overall integrated solution for these services. She introduced Mr. Russell Haddock, MCCi, and Mr. Michael Osuna, Granicus, who provided an overview and demonstration of both programs.

Mr. Haddock described the Automated Agenda Management application and said it is a solution for managing and tracking legislative workflow from its introduction through each step of referral/recommendation, all the way through to the very end. All supporting documentation will also move forward with the legislation through the process. This will provide a complete history of the legislation from introduction through Council consideration. The program also manages all agenda item documents within the configurable system throughout the process. All supporting documentation for each item will be scanned and electronically linked to each item when it is entered into the program and will be available to anyone who accesses the agenda electronically.

Mr. Osuna facilitated Councilmembers viewing live websites from other cities with programs similar to what is proposed for Norman. He said the video streaming template interfaces with the agenda management module and allows citizens to view the Council meeting with a copy of the agenda item bookmarked to the video. He said a person could click on a particular item on the agenda and the video would forward directly to that item with the accompanying agenda item and backup documentation links on the same screen. Once the minutes are completed after the meeting, all three pieces would appear together on the screen; the video, agenda item and minutes. He said citizens would have the ability of watching City Council and Planning Commission meetings via a live video stream or on demand. He said in addition to City Council an Planning Commission

meetings, the City would have up to 200 hours of other media content available on the website for public service announcements or educational materials.

Councilmembers asked how long it would take to implement the programs. City Clerk Hall said if Council so desires an agenda item will be submitted for Council's consideration on their September 22, 2009, agenda and Council concurred. Mr. Osuna said Staff has the option of getting the automated agenda up and running first and rolling both out at the same time or the video streaming piece could come ahead of the other. Ms. Hall said if the contracts are approved, City Clerk staff will begin working the MCCi to develop the template for agenda items and minutes preparation immediately, but that process could take several weeks or months to complete. She said the Information Systems (IS) staff will be working with both MCCi and Granicus for the necessary computer hardware and software installation. It is anticipated the program will be implemented by January, 2010.

Participants in discussion

1. Ms. Brenda Hall, City Clerk
2. Mr. Russell Haddock, MCCi, L.L.C.
3. Mr. Michael Osuna, Granicus, Inc.
4. Ms. Kari Madden, Information Systems Manager

The meeting adjourned at 1:00 p.m.

ATTEST:

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City Clerk

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Mayor